

TM-2 PREPARER COURSE
USING NASA'S TRAVEL MANAGER SYSTEM

CREATE AN AMENDMENT FOR A VOUCHER FROM AN AUTHORIZATION

This document covers the steps to create an amendment for a voucher from an authorization.

Travel Manager will display the total amount on the amended voucher along with the additions that are added by the Traveler. When all changes are completed, view the document, using the **Preview Document** link on the Document Processing Toolbar on the left side of the page. The print mode will be displayed. Review the comments in block 13 to check the difference between the original voucher and the amended voucher. If the value is positive the amount will be paid to the Traveler. If the value is negative then the government is due the amount.

Trip Information

Expenses

Parking at Lodging 02/12/02 – \$15.00.

NOTE

If actuals or a registration fee need to be claimed on a voucher and were not approved on the authorization then additional approvals are required for full reimbursement.

The Preparer must amend the authorization to include the actuals or registration fee and include the 'Other Authorization' information as necessary. If this process is started while the Traveler is 'on travel' the amended authorization will be competed by the Traveler's return and creating the voucher can be accomplished in a timely manner.

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A. CREATE A NEW DOCUMENT

1. Click the **Create a New Document** link under the Document Processing Toolbar on the left side of the page. The **New Document** page will be displayed, as shown below.

The screenshot shows the 'New Document' page. On the left sidebar, under 'Document Processing Toolbar', the 'Create a New Document' link is highlighted. The main content area has a 'Quick Tip' and a 'Document Type' dropdown menu. The dropdown menu is open, showing options: 'Authorization', 'Voucher', 'Local Voucher', 'Amendment', and 'Voucher from Authorization'. The 'Amendment' option is selected. On the right sidebar, there are buttons for 'Add Traveler', 'Auto Name', and 'Create'.

2. Select **Amendment** from the **Document Type** pull down list.
3. Click in the **Document Name** field on the **New Document** page.
4. The **Traveler Listing (Amendment)** page will be displayed.

The screenshot shows the 'Traveler Listing (Amendment)' page. On the left sidebar, under 'Document Processing Toolbar', the 'Create a New Document' link is highlighted. The main content area has a 'Quick Tip' and a 'Traveler List' table. The 'Traveler List' table has a header row with 'Name' and 'EID'. Below the table, there are links for 'Prev 40' and 'Next 40'. On the right sidebar, there are buttons for 'Add Traveler', 'Auto Name', and 'Create'.


5. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the Traveler (or a portion of the name). Click the **Search** button beside the **Last Name** field.
6. The **Traveler Listing (Amendment)** page will be displayed with a list of Travelers under the **Traveler List** on the left side of the page. Use the **Prev 40** or the **Next 40** link, located in the **Traveler List** area, if necessary to scroll through the list of Travelers.

The screenshot shows the 'Traveler Listing (Amendment)' page with search results. The 'Last Name' field contains 'trav' and the 'Search' button is clicked. The 'Traveler List' table shows a single entry for 'TRAVELER2_A1' with EID '240-00-0101'. Below the table, there are links for 'Prev 40' and 'Next 40'.

- Click the **Name** link of the desired Traveler in the **Traveler List** area on the left side of the page. All documents that are available to be amended for the selected Traveler will be displayed in the **Document List** in the **Document Search (Amendment)** area on the right.

The screenshot shows the 'Document Preparation' page. On the left, a sidebar lists navigation options: 'Create a New Document', 'Open Existing Document', 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main area is divided into two sections. The 'Traveler Listing (Amendment)' section includes a 'Quick Tip' about searching by last name, a search criteria form with 'Last Name' (trav) and 'Document Type' (ALL), and a 'Traveler List' table. The 'Document Search (Amendment)' section includes a 'Document List' table for Traveler: A1 TRAVELER2.

Type	Document Name	Dep Date	Status	In Use
Authorization	24-XX040702AT	04/07/02	DATA LINK	
Authorization	24-AA021102AT	02/11/02	DATA LINK	
Voucher	24-AA021102AT	02/11/02	DATA LINK	

- Click the **Document** icon  of the voucher to amend. The **Amendment** page will be displayed.
- Enter the necessary comments to explain the reason for amending the original voucher in the **Comments** area. Example: 'Amending voucher to claim \$15.00 parking at lodging, omitted from original voucher.'

The screenshot shows the 'Amendment' page. It includes a 'Quick Tip' stating 'The amendment name is system generated.' The form has fields for 'Amendment Name' (24-AA021102AT-1), 'Comments' (Amending voucher to claim \$15.00 parking at lodging omitted from original), and 'Signature PIN'. On the right, there are 'Create' and 'Cancel' buttons, with 'Create' labeled 'New Amendment'.

- Click in the **Signature PIN** field and enter the appropriate PIN.

This screenshot is identical to the previous one, showing the 'Amendment' page with the 'Amendment Name', 'Comments', and 'Signature PIN' fields, and the 'Create' and 'Cancel' buttons.

- Click the **Create** **New Amendment** button in the 'For this Document you can:' area in the top right. The **Document Summary** page will be displayed.

B. DOCUMENT SUMMARY

Setup Reports Logout Help

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-AA021102AT-1
Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses
Lodging/M&IE
Accounting
Totals
Comments
Document Status
Perform Pre-Audits
Preview Document
Export Document
Close Document

Document Summary for Voucher 24-AA021102AT-1

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Trip Number 1
Travel Authorization Number 24-BA200005
Traveler Details 240-00-0101, A1 TRAVELER2
Purpose Description TM presentation at JSC
Itinerary Details JOHNSON SPACE CTR, TX 02/11/02 - 02/13/02
Ticketed Trans Details \$475.00

Expense Details
Expense Summary

Edit	Delete	Date	Expense	Amount
		02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
		02/13/2002	RENTAL CAR	88.50
				Total: 93.50

Lodging/M&IE Details \$251.00
Accounting Details
Accounting Summary

Label	Amount
24-BA2-09200000	819.50
Total: 819.50	

Totals Details
Totals Summary

Disbursement Type	Amount
Amount Claimed	819.50
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	819.50

Enter Comments Voucher due 5 days after completion of your trip
Document Status Enter Status/PIN to stamp this document

Document Status: CREATED Awaiting: TRAVELER2, A1
Status To Apply Signature PIN Remarks
SIGNED

For this Document you can:
Save Document
Continue Entering Document
Close Current Document

Stamp and Route

1. Review those areas that require changes due to the amendment. Click any of the links displayed to view that area of the document to make necessary changes.
2. Click the **Continue** **Entering Document** button in the 'For this Document you can:' area in the top right. The **Itinerary** page will be displayed.

C. ITINERARY

Itinerary Information for 24-AA021102AT-1

Quick Tip
The Begin Travel and End Travel fields must be completed before a per diem location can be added. Remember to save your itinerary before continuing.

For this Document you can:

Trip Information

Travel Authorization Number: 24-BA200005
 Purpose: PRESENTATION
 Description: TM presentation at JSC
 Auth Date: 07/10/2002
 Type: SINGLE
 Trip No: 1

Departure and Return Information

Begin Travel: 02/11/2002
 End Travel: 02/13/2002
 Trip Duration: Multiple days
 Comments: Voucher due 5 days after completion of your trip
 Depart: RES: Residence, US
 Return: RES: Residence, US
 Depart Selection: RES: Residence, US
 Return Selection: RES: Residence, US

Per Diem Locations

☐ Replace ALL lodging and M&IE information on this document.

Edit/Delete	Arrival Date	Location	Departure Date
	02/11/02	JOHNSON SPACE CTR, TX	02/13/02

1. Review and make any necessary changes to the itinerary.
2. If the dates have changed, click on the checkbox to place a '√' in the box next to **Replace ALL lodging and M&IE information on this document** in the **Per Diem Locations** area at the bottom of the page. Travel Manager will recalculate the Lodging and M&IE on the amendment to the voucher.
3. Click the button, in the 'For this Document you can:' area in the top right, to save the changes to the database prior to making any other changes on the document.
4. Click any links listed under the Document Processing Toolbar on the left side of the page to display any page to make changes or click the button, in the 'For this Document you can:' area in the top right, to go to the **Ticketed Transportation** page.

NOTE

If itinerary Per Diem locations change or dates change by more than 2 days from what was originally authorized, an amendment to the authorization is required prior to vouchering.

D. TICKETED TRANSPORTATION

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-AA021102AT-1
• Document Summary
• Trip Number

Ticked Transportation for Voucher 24-AA021102AT-1

Quick Tip
To enter ticket information, click Add. Previously entered ticket information can be edited (Pencil icon) or deleted (X icon).

For this Document you can:
Add Ticket
Back **Continue**

Ticket No	Dep Date	Type	Cost	Depart	Arrive	CR	CL	Tax
See Itinerary 1	02/11/02	AIR	475.00					no

- Review and make any necessary changes to the **Ticked Transportation** page.
 - Click the **Pencil** icon to edit any ticket information records for changes.
 - Click the **X** icon to remove any ticket information records.
 - Click the **Add** **Ticket** button in the ‘For this Document you can:’ area in the top right to add a ticket item, if necessary.
- Click the **Continue** button, in the ‘For this Document you can:’ area in the top right, to continue processing the amendment. The **Expense Entry** page will be displayed.

E. EXPENSES

Expense Entry for 24-AA021102AT-1

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date: 02/11/2002

Expense Type: [Dropdown]

Expense Description: [Text Field]

Miles Traveled: [Text Field]

Rate Selection: [Dropdown]

Rate: [Text Field]

Cost: [Text Field]

Comments: [Text Area]

For this Document you can:

- Use Quick Expense
- Use Foreign Calculator
- Lookup Credit Card Expenses

Save: Current Expense

Done: Entering Expenses

Back Continue

Copy Through Date: [Text Field]

Cost Options

- Reimbursable
- Taxable

Expense Category: [Dropdown]

Print Method: [Dropdown]

Vendor: [Dropdown]

Action	Date	Expense	Amount
	02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
	02/13/2002	RENTAL CAR	88.50

Total: 93.50

- Review and add or make any necessary changes to an expense(s).
 - Click the **Pencil** icon to edit any **Current Expenses** records for modifications.
 - Click the **X** icon to delete any **Current Expenses** records.
- The **Date** is defaulted to the beginning date of the travel. Click the **Calendar** icon and select **February 12th** or click in the **Date** field and change the date to **02/12/02**.

February 2002

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Close Window

- Today - Currently Selected Date

- Select **Parking** from the **Expense Type** pull down list. The page will be refreshed and any fields with specific information pertaining to the expense selected will be displayed in appropriate fields.
- Click in the **Cost** field and enter **15**.

NOTE

If the same expense occurs on multiple days, a date may be entered in the Copy Through Date field above the Cost Options section on the right middle side of the page. The expense will be added/modified for the entered date as well as every day through the date entered.

Expense Entry for 24-AA021102AT-1

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date: 02/12/02

Expense Type:

Expense Description: PARKING

Miles Traveled:

Rate Selection:

Rate:

Cost: 15.00

Comments:

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save: Current Expense

Done: Entering Expenses

Back: Continue

Copy Through Date:

Cost Options

☒ Taxable

Expense Category: PARKING

Pmt Method: TRAVELER

Vendor:

Action	Date	Expense	Amount
	02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
	02/13/2002	RENTAL CAR	88.50

Total: 93.50

3. Note the **Cost Options** area in the middle of the page at the right.
 - a. **TRAVELER** is the default reimbursable payment type, in the **Pmt Method** pull down list.
 - b. The **TRAVELER** payment method is reimbursable to the Traveler.
 - c. If any other payment type is selected, the expense cost will not be reimbursable to the Traveler.


TRAVELER

TRAVELER

CENTRALBILLED CHARGE CARD

IN-KIND

GOVCC

4. Click the  **Current Expense** button in the 'For this Document you can:' area in the top right. The expense will be included in the **Current Expenses** area at the bottom of the page.

- a. Expenses also can be added by clicking the **Use Quick Expense** link in the 'For this Document you can:' area in the top right to speed the entry process. This function is covered in the *Create a Voucher From Authorization* section of this training module.

Expense Entry for 24-AA021102AT-1

Quick Tip
The Arrow icon indicates a required field. Click Save to save the current expense and refresh the screen so a new expense can be added.

Date: 02/12/02

Expense Type: [Dropdown]

Expense Description: [Text Field]

Miles Traveled: [Text Field]

Rate Selection: [Dropdown]

Rate: [Text Field]

Cost: [Text Field]

Comments: [Text Area]

For this Document you can:

- [Use Quick Expense](#)
- [Use Foreign Calculator](#)
- [Lookup Credit Card Expenses](#)

Save: Current Expense
Done: Entering Expenses
Back: [Continue]

Copy Through Date: [Text Field]

Cost Options

- ☒ Reimbursable
- ☒ Taxable

Expense Category: [Dropdown]
Print Method: [Dropdown]
Vendor: [Dropdown]

Action	Date	Expense	Amount
	02/11/2002	PERSONAL CALLS-DOMESTIC	5.00
	02/12/2002	PARKING	15.00
	02/13/2002	RENTAL CAR	88.50

Total: 108.50

5. If no further amendments are necessary, click the **Done** **Entering Expenses** button, in the 'For this Document you can:' area in the top right, to return to the **Document Summary** page. The **Continue** button will take you to the **Lodging/M&IE Details** page.
6. Click the **Lodging/M&IE** link on the Document Processing Toolbar on the left side of the page. The **Lodging/M&IE** details page will be displayed.

F. LODGING/M&IE

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-AA021102AT-1

Document Summary
Trip Number
Traveler
Itinerary
Ticketed Trans
Expenses

Lodging/M&IE for 24-AA021102AT-1

Quick Tip
An asterisk (*) in the Special column indicates that a condition has been selected in the Advanced Lodging/M&IE window.

For this Document you can:
Delete All Lodging and M&IE expenses
Back **Continue**

Date	Delete	Replicate	Ldg Cost	Ldg Allowed	M & IE Allowed	Per Diem Rate	Special	b	L	p	Cont %
02/11/02			73.00	73.00	31.50	73 / 42					
02/12/02			73.00	73.00	42.00	73 / 42					
02/13/02			0.00	0.00	31.50	73 / 42					

1. Review and make any necessary changes to the **Lodging/M&IE** data. Notice the lodging is zero for the two nights in Texas. This is an amendment; if the Traveler has already been reimbursed for the lodging, leave the lodging costs at zero. If there is a change to the amount of the lodging, then make the necessary corrections.
 - a. Use the **Delete All** button, in the ‘For this Document you can:’ area in the top right, to reset all actuals or overrides that were entered back to the per diem, if actuals or overrides were not used.
 - b. Use the **Continue** button, in the ‘For this Document you can:’ area in the top right, to go to the **Available Accounting Code** page.
 - c. Use the **Back** button, in the ‘For this Document you can:’ area in the top right, to return to the **Expense Entry** page.
 - d. Use the **Delete** icon in the **Lodging M&IE Data** area to delete a specific Lodging/M&IE record. The lodging costs will be zeroed rather than reset.
 - e. Use the **Replicate** icon to copy lodging costs from one line to the line below.
 - f. Use the **Pencil** icon to edit the **Lodging/M&IE** records. The **Update Lodging and M&IE Expenses** page will be displayed. Corrections can be made on this page.
2. Click the **Continue** button in the ‘For this Document you can:’ area in the top right. The **Available Accounting Codes** page will be displayed.

G. ACCOUNTING

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-AA021102AT-1

Available Accounting Codes for 24-AA021102AT-1

Quick Tip
Once two or more accounting codes are selected, the Allocation button is enabled.

For this Document you can:
Add New Accounting Code
Back Continue

Enter Search Criteria
Accounting Code Search Retrieve

Master Accounting Codes Click Accounting Label to add to Document
Prev 10 Next 10

Organization	Label	Classification Code
24-BA	24-BA2-09200000	0920000... 24.2.8.00.BA.000
24-BA	24-BA2-09225TRN	0920025.03... 24.2.7.00.BA.TRN
24-BA	24-BA2-71035000	7103500... 24.2.8.00.BA.000

Accounting Codes for 24-AA021102AT-1 Click an item to edit/delete it

Organization	Label	Classification Code	Extended Code	Allocate Cost
24-BA	24-BA2-09200000	0920000.08.2128.GH.24.2.8.00.BA.000	Extended	Allocate
24-BA	24-BA2-71035000	7103500... 24.2.8.00.BA.000	Extended	Allocate

Edit Delete

1. Review accounting code information.

NOTE

*All **Labels** for Accounting Codes begin with the Center ID (example 24) and a – (hyphen) followed by a 2 digit organization code (example FR) one digit year, hyphen, 3 digit UPN, 2 digit SYS, and 3 digit subrad (example: 24-FR2-32996000). Accounting Codes will not be altered or added on a voucher.*

2. If the allocation between existing accounting codes needs revision (for example: increased registration fee), click the **Allocate** link to the right of the account code. The **Accounting Allocation Summary** page will be displayed.

Setup Reports Logout Help Document Preparation

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-AA021102AT-1

Accounting Allocation Summary for 24-AA021102AT-1

Quick Tip
Expenses can be allocated by expense type, percent, date, expense category, or amount.

For this Document you can:
Close Allocation Screen

Accounting Allocation Summary

Organization	Label	Amount	Percent	Date	Allocate By	Allocate By
24-BA	24-BA2-09200000	746.00	0	*	Expense Category	Expense
24-BA	24-BA2-71035000	88.50	0	*	Expense Category	Expense





Expense Category Allocation Breakdown for '24-BA2-09200000' Break by Expense Category

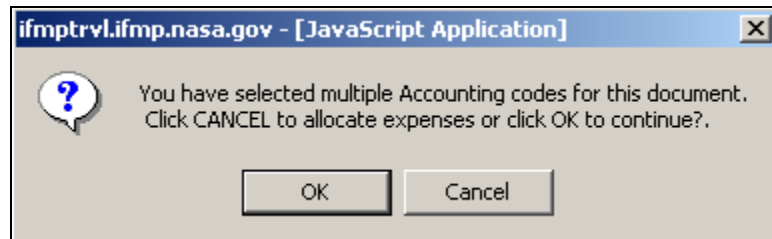
Expense Category	Amount	Expense Category	Allocate by Amount
COM.CARRIER	475.00	COM.CARRIER	475.00
LODGING	146.00	LODGING	146.00
M&IE	105.00	M&IE	105.00
OTHER	0.00	OTHER	0.00
PARKING	15.00	PARKING	15.00
PERSON CALL	5.00	PERSON CALL	5.00
RENTAL CAR	0.00	RENTAL CAR	88.50

Expense Category Allocation Breakdown for '24-BA2-71035000'

Expense Category	Amount
COM.CARRIER	0.00
LODGING	0.00
M&IE	0.00
OTHER	0.00
PARKING	0.00
PERSON CALL	0.00
RENTAL CAR	88.50

3. Review the funds distribution and make any necessary changes.

4. Click the  **Allocation Screen** button in the 'For this Document you can:' area in the top right. The **Available Accounting Codes** page will be displayed.
5. Click the  button, in the 'For this Document you can:' area in the top right, to continue processing the voucher. The **Total Details** page will be displayed.
6. If there are multiple Accounting codes for the document, the following pop-up message window displays as a reminder to allocate funds. Click the  button in the message window if the funds have been distributed to the proper accounting labels. Click the  button in the pop-up message window to return to the page to allocate.



H. TOTALS

Setup Reports Logout Help

Document Preparation

User:

A PREPARER2

Traveler:

A1 TRAVELER2

Voucher: 24-AA021102AT-1

Document Summary

Trip Number

Traveler

Itinerary

Ticketed Trans

Expenses

Lodging/MSIE

Accounting

Totals

Comments

Document Status

Perform Pre-Audits

Preview Document

Export Document

Close Document

Total Details for 24-AA021102AT-1

Quick Tip
 If necessary, enter changes and click OK.

For this Document you can:

New Totals for Document

Total Expenses: 834.50

Non-reimbursable Expenses: 0.00

Total Amount Claimed: 834.50

Gov't Advance Outstanding: 0.00

Gov't Advance Applied: 0.00

Net to Traveler: 834.50
(Due Gov't if negative)

Expenses on Gov't Charge Card: 0.00

Add'l Gov't Charge Card Payment:

Total Gov't Charge Card Amount: 0.00

Pay to Gov't Charge Card: 0.00

Pay to Traveler: 834.50

Expense Category Details

Item	Expense Category	Organization	Account Label	Amount
1	COM CARRIER	24-BA	24-BA2-09200000	475.00
1	LODGING	24-BA	24-BA2-09200000	146.00
1	MSIE	24-BA	24-BA2-09200000	105.00
1	PARKING	24-BA	24-BA2-09200000	15.00
1	PERSON CALL	24-BA	24-BA2-09200000	5.00
1	RENTAL CAR	24-BA	24-BA2-09200000	88.50

1. Review the details of the expense categories and the net due the Traveler.
2. Click any links listed on the Document Processing Toolbar on the left side of the page to display the desired page for making amendment changes or click the button, in the 'For this Document you can:' area in the top right, to display the **Comments** page.

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I. COMMENTS

Setup Reports Logout Help

Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-AA021102AT-1

• Document Summary
• Trip Number
• Traveler
• Itinerary

Comments for 24-AA021102AT-1

Quick Tip
Click Apply and preset comments are inserted into the Comments field. Comments can also be typed directly into the comments field. Comments apply to the entire document.

Comments Voucher due 5 days after completion of your trip

For this Document you can:
Apply Preset Comments
Save Comments
Back **Continue**
Close without Saving Comments

1. Always enter notes about any additions or deletions of expenses and any increases or decreases in the amount of any existing expenses in the **Comments** field. The comments added by the Preparer or Traveler will assist the approvers and auditors to clearly determine what changes have been made for the amendment.
2. Click at the end of the word “trip” and press the **[Enter]** key for a new line. Enter **‘Added 15.00 for parking at lodging, omitted from original voucher.’**
3. Click the **Save** **Comments** button, in the ‘For this Document you can:’ area in the top right, to save the additional comments. The **Document Summary** page will be displayed.
 - a. If additional changes are needed, click any links listed on the Document Processing Toolbar on the left side of the page to display the desired page to make additional changes to the amendment.
4. Click the **Document Status** link on the Document Processing Toolbar on the left side of the page. The **Status** page will be displayed.

J. DOCUMENT STATUS

Setup Reports Logout Help Document Preparation

User:
A PREPARER2
Traveler:
A1 TRAVELER2
Voucher: 24-AA021102AT-1

Status for 24-AA021102AT-1

Quick Tip
The Signature PIN is case sensitive!

For this Document you can:
[Stamp](#) and Submit Document
[Adjustments](#) Go To Adjustments
[Back](#) [Continue](#)

Status to Apply: **SIGNED**

Signature PIN:

Remarks:

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
TRAVELER2, A1	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/10/02 4:09PM EST	CREATED	A PREPARER2	

1. To view the amended document as a printed form and view the difference between the original voucher and the amended voucher:
 - a. Click on the **Preview Document** link under the Document Processing Toolbar on the left side of the page.
 - b. The browser will launch a new window over the existing window. The travel voucher may be reviewed on the screen or printed.
 - c. Scroll down to block (13) **COMMENTS** and read the comments for **AMENDMENT**. Make sure the amount is correct.

```

=====
=== (13) COMMENTS:=====
AMENDMENT: Actual Net to Traveler for this document:          15.00
Voucher due 5 days after completion of your trip
Added 15.00 for parking at lodging, omitted from original voucher.

```

- d. If the value is positive, the amount is the additional amount due to the Traveler. If the value is negative, the amount is to be paid to the government.
- e. Use the browser and/or reader **Print** button to print a paper copy of the travel document if desired.

- f. Close the print preview window. The **Status** page will still be displayed.

Setup Reports Logout Help Document Preparation

User: A PREPARER2
 Traveler: A1 TRAVELER2
 Voucher: 24-AA021102AT-1

Status for 24-AA021102AT-1

Quick Tip
 The Signature PIN is case sensitive!

Status to Apply: **SIGNED**
 Signature PIN:
 Remarks:

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
TRAVELER2, A1	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/10/02 4:09PM EST	CREATED	A PREPARER2	

For this Document you can:
 Stamp and Submit Document
 Adjustments Go To Adjustments
 Back Continue

- The **Status to Apply** default value should be “**SIGNED**”.
- Click in the **Signature PIN** field and enter the appropriate Signature PIN.
- Click in the **Remarks** field and enter ‘**Prepared for the Traveler**’.

NOTE

*The **Remarks** field is to be used by Preparers only to note when the Traveler did not prepare the document. All other comments should be entered in the **Comments** field.*

- Click the **Stamp** and **Submit Document** button in the ‘For this Document you can:’ area in the top right. The **Pre-Audit Results** page will be displayed.

K. PERFORM PRE-AUDITS

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2
Voucher: 24-AA021102AT-1

Document Preparation

Pre-Audit Results for 24-AA021102AT-1

Quick Tip
Click the Magnifying Glass icon to view detail comments for each audit process.

Document Name: 24-AA021102AT-1
Type: Voucher
Traveler: TRAVELER2, A1
Status: FAIL

For this Document you can:
Justify Pre-Audit Results
Close Pre-Audit Results

Audit Process	Status	Comments
ACT CODES AUTHORIZED	PASS	
ACTUAL MULTIPLIER	PASS	
ACTUALS EXIST	PASS	
APPLIED ADVANCE	PASS	
APPROVAL BY TRAVELR1	PASS	
APPROVED BY TRAVELR2	PASS	
APPROVED BY TRAVELR3	PASS	
AUTHORIZATION EXIST	PASS	
CONFERENCE ALLOWANCE	PASS	
COST COMPARISON	PASS	
COST LESS COM. CARR	PASS	
DAILY EXPENSE THRESH	PASS	
DFLT PMT METHOD USED	PASS	
EXP CAT % VARIANCE	PASS	
EXP CATEGORY USED	PASS	
EXP CATEGORY USED1	PASS	
EXP CATEGORY USED2	PASS	
EXPENSE CATEGORIES	PASS	
LAUNDRY DRY CLEANING	PASS	
LEAVE AUTHORIZED	PASS	
LEAVE EXISTS	PASS	
MILITARY PERSONNEL	PASS	

1. Review the **Pre-Audits Results** page that Travel Manager has processed for the Amended Voucher from Authorization.
2. If any audit fails, the word '**FAIL**' will be in the **Status** column. A comment describing the failure will appear in the **Comments** column. A '**FAIL**' may actually be a warning to draw attention to a particular process to ensure the preparer or signer has entered/reviewed the data correctly.

NOTE

Click on the **Cancel** button in the 'For this Document you can:' area in the top right, if changes are made, prior to signing. The document will not be signed and will not route.

3. Click the **Continue** **Stamping the Document** button in the 'For this Document you can:' area in the top right. The **Signature** certification page will be displayed.

Setup Reports Logout Help

User: A PREPARER2
Traveler: A1 TRAVELER2

Document Preparation

Signature for 24-AA021102AT-1


Quick Tip
If you agree with the statement, click Accept.

For this Document you can:
Accept Signature Text
Cancel Stamping

"I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. Note: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; d. 1001)."

4. If in agreement with the signature certification statement, click the **Accept** **Signature Text** button in the 'For this Document you can:' area in the top right. The document will be routed.

NOTE

*If not in agreement, click the  **Stamping** button in the 'For this Document you can:' area in the top right. The document will not be stamped and will not route.*

5. Travel Manager displays the **Travel Manager Web** window, indicating the document has been routed to the traveler.
6. The traveler must login to Travel Manger and sign and certify the voucher to route the document.

NOTE

All Lodging receipt(s), Registration receipt(s) and any one (1) expense over \$75.00 claimed, including any backup documentation, must be sent to the travel office for retention and audit purposes.

When the document has been reviewed/approved by the Travel Office and interfaced with the financial system, an e-mail message will be sent to the Traveler indicating that funds will be available within 5 days if paid by Electronic Funds Transfer (EFT).

Preparer will print page 1 of Traveler's Voucher, mark out SSN, attach applicable receipts and back-up documentation, and forward to Travel Office.

H. OPEN EXISTING DOCUMENT (VIEW/UPDATE)

1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.

Traveler Listing (Open Document)

Quick Tip
Type one or more letters of the traveler's last name and click Search. Then, click the traveler's name to list all documents.

Enter Search Criteria

Last Name: Search

Document Type:

Traveler List Click on an entry to select it

Search Results [Prev 40](#) [Next 40](#)

Name	EID
Doe, Jane	024-00-0002
Doe, John	240-00-0001

2. Click in the **Last Name** field under the **Enter Search Criteria** area and enter the last name of the Traveler (or a portion of the name). Click the **Search** button. The **Traveler Listing (Open Document)** page will be displayed with a list of Travelers on the left side of the page.
3. Click the **SSN** link of the desired Traveler in the **Traveler List** area on the left side of the page. All documents that are available to be viewed for the selected Traveler will be displayed in the **Document List** in the **Document Search (Open Document)** area on the right.

Document Search (Open Document)

Document List Click on an entry to select it

Traveler: John Doe

Type	Document Name	Dep Date	Status	In Use
Authorization	24-XX032602,ID	03/26/02	CREATED	*
Authorization	24-XX032702,ID	03/26/02	SIGNED	
Authorization	24-XX032802,ID	03/26/02	CREATED	
Voucher	24-XX032602,ID	03/26/02	DISBURSE	
Voucher	24-XX032602,ID-1	03/26/02	SIGNED	
Voucher	24-XX032702,ID	03/26/02	REVIEWED	

4. Click the **Document** icon  of the desired document to view.

Setup Reports Logout Help

User: Susie Smith
Traveler:

Open Document Version for 24-XX032602JD-1


Alert
Adjustments have been made to this document.
Note that only the current version, marked by **, may be further adjusted or routed.

For this Document you can:
 Opening Document

Document Version List

Document Type	Level	Date	Time	Adjuster
AMENDMENT **	3	06/30/02	3:07PM	Susie Smith
ADJUSTMENT	2	06/30/02	2:29PM	Jill Reviewer
ORIGINAL	1	06/30/02	2:16PM	PATRICIA DAVIS

Click on an entry to select it

5. Click the **Document** icon  with the double asterisk '**'. The double asterisk identifies the current version of the document. The **Open Document Signature** page will be displayed.

Setup Reports Logout Help

User: Susie Smith
Traveler:

Open Document Signature

Quick Tip
The Signature PIN is case sensitive!

Signature for Adjustment *****

For this Document you can:
 to Review Document
 Document as View-Only
 Opening Document

6. Click the **Get** **Document as View Only** button in the 'For this Document you can:' area in the top right. No signature is required.
7. The **Document Summary for Adjustment to Voucher (View Only)** page will be displayed.

Setup Reports Logout Help

User: John Doe
Voucher: 24-XX032602JD-1

Document Summary

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

For this Document you can:
 Entering Document
 Current Document

Trip Number 1

Travel Authorization Number

Traveler Details 240-00-0001, John Doe

Purpose Description 5 days TM training in Montgomery, AL

Itinerary Details MONTEREY,CA 03/26/02 - 03/30/02

Ticketed Trans Details \$350.00

Expense Details

Edit	Delete	Date	Expense	Amount
		03/26/2002	PARKING	15.00
		03/26/2002	PERSONAL CALLS-DOMESTIC	5.00
		03/26/2002	TAXI	15.00
		03/26/2002	TIPS FOR TAXILIMO	2.00
		03/27/2002	TAXI	30.00
		03/27/2002	TIPS FOR TAXILIMO	4.00
		03/30/2002	TAXI	15.00
		03/30/2002	TIPS FOR TAXILIMO	2.00
				Total: 88.00

Lodging/M&IE Details \$433.00

Accounting Details

Label	Amount
23-AS5003	0.00
24-FR2-32996000	783.00
24-RR2-09200000	88.00
Total: 871.00	

Totals Details

Disbursement Type	Amount
Amount Claimed	871.00
Non-Reimbursable Expenses	0.00
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	871.00

Enter Comments

Voucher due 5 days after completion of your trip 15.00 for parking at lodging, omitted from original voucher

Document Status

Document Status: SIGNED - Awaiting: Doe, John

Status To Apply Signature PIN Remarks

Enter Status/PIN to stamp this document

8. Click the **Document Status** link under the Document Processing Toolbar on the left side of the page to view the **Authorization Status** page for the routing list. The document is waiting for the Traveler to certify the amendment to the voucher.

The screenshot displays the 'Document Preparation' section of the DFRC Travel Manager Web interface. The left sidebar shows the user 'Susie Smith' and the traveler 'John Doe' with voucher '24-XX032602JD-1'. The main content area is titled 'Status for 24-XX032602JD-1 (View Only)'. It includes a 'Quick Tip' about the signature PIN, a 'For this Document you can:' section with 'Adjustments' and 'Go To Adjustments' links, and a 'Document Routing' table. Below the routing table is a 'Document History' table showing the document's status changes.

Document Routing				This is the routing path the current document will take once routed	
Name	Status	Level			
Doe, John	SIGNED	0			

Document History				This is the status history for this document	
Date/Time	Status	Name	Remarks		
06/30/02 3:07PM PST	CREATED	Susie Smith			
06/30/02 3:23PM PST	SIGNED	Susie Smith	Prepared for traveler		

9. Click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.